

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Indian Health Service
Rockville, Maryland. 20857

INDIAN HEALTH SERVICE CIRCULAR NO. 89-1

RESPONSIBILITIES FOR PREPARING AND RECOMMENDING APPROVAL OF
PROGRAM OF REQUIREMENTS DOCUMENTS FOR
INDIAN HEALTH SERVICE HEALTH CARE FACILITIES

Sec.

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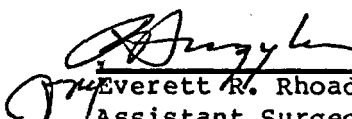
1. PURPOSE. The purpose of this circular is to assign responsibility for preparing and processing all Indian Health Service (IHS) health care facilities Program of Requirements (POR) documents.
2. BACKGROUND. A facility, rated among those most in need of construction following application of the IHS prioritization methodology, will be placed on the IHS national facilities priority list for construction once it is clear that such construction is justifiable, as shown by conclusions in the Program Justification Document (PJD) prepared for that facility. At the time it is placed on the priority list staff of the affected IHS Area can finalize preliminary documentation used to prepare the PJD, and, with assistance from the Office of Engineering Services (OES), can develop a POR document for the project. The POR defines criteria to be used to design, construct, and equip the facility. It must be consistent with all project documents developed earlier, including site surveys and the PJD. Also, the POR must comply with applicable Federal regulations and guidelines for facilities construction. A POR is also required for all proposed major renovation and improvement construction projects.
3. PROCEDURES. After it has been determined that construction is appropriate at a specific location, and the proposed construction project has been listed among those on the IHS national facilities priority list, a health care facility POR will be prepared by the IHS Area staff responsible for the facility. In accomplishing this task, the Area will work closely with the OES responsible for supporting Area facilities activities. The POR document is to be prepared, using the PJD as a source of basic information (where applicable) and consulting and coordinating with Division of Facilities Planning and Construction (DFPC) or Division of Facilities Management (DFM) staff, as appropriate, at IHS Headquarters.

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When the POR is completed, review copies will be transmitted to the responsible OES (1 copy) and to the appropriate IHS Headquarters OEHE division (4 copies). The Headquarters OEHE staff will distribute copies to appropriate IHS Headquarters offices and coordinate the review process. The OEHE, and OES Directors will share reviewer comments and resolve any differences between them. Thereafter, the Director, OES, will coordinate jointly recommended changes with the originating Area. Once the appropriate OEHE Division Director and OES Director are satisfied with the content of a specific POR, six copies of the final version will be prepared by the Area and forwarded to the responsible OES Director. Each copy of the final POR document will be covered by a signature page prepared in accordance with the format shown in Attachment A. Each signature page will be signed by the Director of the originating Area before being forwarded to OES.

After the Director, OES, recommends approval of the POR, it will be forwarded to the Associate Director, OEHE, for approval. After the Associate Director approves the document content for the IHS, the POR will be sent to the Deputy Assistant Secretary for Health Operations (DASHO) for PHS concurrence. When DASHO concurrence is obtained, copies will be provided to the IHS Area and OES offices.

4. RESPONSIBILITY. Each IHS Area Office will prepare health care facilities PORs for projects in its Area. The OES which supports Area facilities activities has primary responsibility for ensuring that the POR complies with all applicable directives and will work closely with Area staff in this effort.



Everett R. Rhoades, M.D.
Assistant Surgeon General
Director, Indian Health Service

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PROGRAM **OF** REQUIREMENTS

INDIAN HEALTH SERVICE

(Name 'and Type of Facility)

(Location), (State)

(Month), (Year)

Recommend Approval:

(Name)
Director, (Area)
Indian Health Service

Date

Recommend Approval:

(Name)
Director, Office of Engineering Services
Public Health Service, Region

Date

Approve:

(Name)
Associate Director
Office of Environmental Health and Engineering
Indian Health Service

Date

Concurrence:

(Name)
Deputy Assistant Secretary for Health Operations and
Director, Office of Management

Date